

## SELF SERVICE CENTER

# INSTRUCTIONS AND PROCEDURES: HELP FOR REQUESTING CONCILIATION COUNSELING

**USE THIS PACKET** to request conciliation counseling prior to filing for divorce or immediately after filing for divorce. Complete the ***"Petition for Conciliation Counseling"*** in the following manner. If you choose to file a ***"Petition for Conciliation Counseling,"*** you and your spouse will be **required** to attend **free** counseling provided by Conciliation Services. The counseling is conducted by a professional counselor. If a petition for dissolution, legal separation or annulment has been filed and the ***"Petition for Conciliation Counseling"*** is filed within 60 days of service of the petition for divorce, there will be a hold (or stay) on the divorce proceedings up to 60 days. If no divorce, legal separation, or annulment has been filed, the ***"Petition for Conciliation Counseling"*** will prevent a divorce proceeding from being filed for a period of up to 60 days. If a ***"Petition for Conciliation Counseling"*** has been filed by either party within the previous year, the divorce proceeding will **not** be put on hold.

## STEPS INSTRUCTIONS

**STEP 1** **USING BLACK INK ONLY, type or neatly print** your name, address, city, state, zip code, and telephone number in the top left-hand corner of the document. If your case has an ATLAS number, write in the ATLAS number. If you are represented by an attorney, write in the attorney's bar number. Then, write in the case number on the top right portion of the form, after "Case Number." Your Superior Court Case Number is the file number of your domestic relations case if you have filed for divorce, legal separation, or annulment. If you or your spouse have not filed for divorce, legal separation, or annulment, you will not have a Superior Court Case Number. Leave the Conciliation Case Number blank. Conciliation Services will fill in this information along with the "date/time filed" and "by" information.

**STEP 2** Complete the caption of the case. If you filed for divorce, you are the petitioner. If the other party filed for divorce, he or she is the Petitioner. If neither you nor your spouse have filed for divorce, and you are asking for Conciliation Counseling, you are the Petitioner. **PRINT** the Petitioner's name clearly just above "Petitioner," and the other party's name above "Respondent." If the other party served you with court papers, copy the caption as it appears in the papers you were served with.

**STEP 3** Fill in the body of the Petition.

1. Paragraph 1 tells the court that you want conciliation counseling.
2. Paragraph 2 tells the court that you understand you cannot get out of conciliation counseling until the minimum required conferences have been concluded unless good cause is shown.
3. In paragraph 3, check the box to tell the court whether you or your spouse have filed a Petition for Divorce, Legal Separation, or Annulment.
4. In paragraph 4, check the box to tell the court whether you or your spouse have previously filed a Petition for Conciliation Counseling.
5. In paragraph 5, write in your name, address, city, state, zip code, and telephone number.
6. In paragraph 6, write in your spouse's name, address, city, state, zip code, and telephone number.
7. In paragraph 7, write in the name and age of each minor child, including stepchildren, whose welfare may be affected by the controversy.

Then, date and sign the Petition for Conciliation Services with the current day, month and year. Provide the name, address, and telephone number of your attorney (if you have one) and your spouse's attorney (if he or she has one).

**STEP 4:**

Deliver or mail the original of the Petition for Conciliation form to the appropriate Conciliation Services Office **located at:**

Conciliation Services  
**Central Court Building**  
201 West Jefferson, 3rd floor  
Phoenix, Arizona 85003

Conciliation Services  
**Southeast Court Complex**  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

Conciliation Services  
**Northwest Court Facility**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

After receiving your request, the Conciliation Services Office will review the matter and notify you of any action taken on your request.

If you or your spouse have already filed a ***“Petition for Dissolution of Marriage”*** (divorce), Legal Separation, and/or Annulment, you can mail a copy of the Petition for Conciliation Counseling to your spouse. The Conciliation Court will mail a copy of the Notice of Hearing to your spouse. If you have not filed a Petition for Dissolution of Marriage (divorce), Legal Separation, and/or Annulment, you must personally serve your spouse with the Petition for Conciliation Counseling and the Notice of Hearing. See the Self-Service Center packet on How to Serve the Other Party.